

**Great Teaching and Leading Fund
2015-2016 Competitive Grant Application**
Application Deadline: July 31, 2015



**Division of Educator Effectiveness and Family Engagement
Office of Educator Development and Support**

**Dale A.R. Erquiaga
Superintendent of Public Instruction**

**GREAT TEACHING AND LEADING FUND
INFORMATION AND COMPETITIVE GRANT APPLICATION INSTRUCTIONS
(FISCAL YEAR 2015-2016)**

This document is organized by the following sections:

- I. Background/Overview/General Information
- II. Application Requirements and Preparation
- III. Application Submission and Review
- IV. 2015-2016 Timeline and Award Administration
- V. Appendices

Questions regarding any of the information provided in this document may be addressed to:

Dena Durish, Director of Educator Effectiveness and Family Engagement
Nevada Department of Education
ddurish@doe.nv.gov
702-668-4320

I. Background/Overview/General Information

The Great Teaching and Leading Fund (GTLF) was created in the State General Fund during Nevada's 78th Legislative Session (2015) via Senate Bill 474 (SB474). The purpose of the GTLF is to provide professional development, programs of preparation, peer assistance/review, and leadership training and development for teachers, administrators, and other licensed educational personnel, as well as programs to recruit, select, and retain effective teachers and principals.

Funding and Administration

The GTLF is administered by the Superintendent of Public Instruction (Superintendent). Awards are granted by the State Board of Education (SBE) no later than December 31 of each year through a competitive annual application process, to the extent that money is available in the Fund. The 2015 legislature appropriated \$9.8 million for the GTLF use, with up to \$4.9 million to be awarded in each year of the biennium.

The Superintendent shall:

- a) prescribe the form for applications to be submitted;
- b) set the deadline for submission of applications;
- c) assign a committee to review applications and make award recommendations to the Superintendent; and
- d) make award recommendations to the SBE.

Eligibility

Applicants should have a history of success in recruitment, retention, and professional development of teachers, administrators, other licensed personnel, and/or pre-service candidates. Pursuant to SB474, the specific entities eligible to submit applications for the GTLF awards include:

- a) governing body of a regional training program for the professional development of teachers and administrators;
- b) board of trustees of a school district;
- c) governing body of a charter school;
- d) State Public Charter School Authority;
- e) university, state college, or community college within the Nevada System of Higher Education;
- f) employee associations representing licensed educational personnel; and
- g) nonprofit educational organizations.

The SBE may not award more than 20 percent of the money placed in the GTLF by legislative appropriation to any single entity in a fiscal year. Additionally, in the event that multiple grant recipients are selected, recipients may be asked to make adjustments to their budgets to ensure an equitable distribution of funding.

Use of Funds

Pursuant to SB474, the priorities for which grants of money may be made from the GTLF for **Fiscal Year 2015-2016** must address one or more of the following:

- a) Professional development for teachers to provide instruction in the standards of content and performance for the subject area of science
(*Nevada has adopted the Next Generation Science Standards.*)
- b) Implementation of the statewide Nevada Educator Performance Framework (NEPF) for teachers/principals
- c) Recruitment, selection, and retention of effective teachers and principals
- d) Leadership training and development

Given the availability of funds for this fiscal year and pre-established priorities, the Superintendent will recommend to the Review Team and SBE funding allocations in the following approximate amounts:

- a) Science standards – \$2 million
- b) NEPF implementation – \$1 million
- c) Recruitment, selection & retention – \$1 million
- d) Leadership training and development – \$900,000

The SBE may adjust these amounts, but applicants may wish to consider these parameters in their initial budgets.

Beginning with **Fiscal Year 2016-2017**, on or before September 30 of each year, the SBE is to prescribe the priorities for which grants of money may be awarded from the GTLF. Entities receiving money from the Fund are required to use the money in accordance with the prescribed priorities. A subsequent application process will be conducted for Fiscal Year 2016-2017 allocations and priorities, following the identification of priorities by the SBE.

Duration of Grants

A grant of money from the GTLF may be awarded for the period specified by the applicant in the application, not to exceed three years. For 2015-2016, given that the SBE has not yet determined priorities for subsequent years, applicants should anticipate that awards made this fiscal year must be expended by June 30, 2016.

Reporting and Evaluation

Entities that are awarded GTLF funds shall provide a report within 120 days after the conclusion of the grant (entities which receive funding for one year or less) or annually (entities which receive funding for more than one year). Reports are to be submitted to the Superintendent on a prescribed form that includes, without limitation, a description of programs for which the grant of money was used, as well as measures of effectiveness of the grant of money in:

- a) improving the achievement of pupils;
- b) assisting teachers, administrators, and other licensed educational personnel; and
- c) improving the recruitment, selection, and retention of effective teachers and principals.

To the extent money is available from legislative appropriations or otherwise, the Superintendent shall contract for an independent evaluation of the effectiveness of the grants of money, including, without limitation, a review and analysis of data relating to:

- a) changes in instructional or administrative practices;
- b) student achievement; and
- c) recruitment, selection, and retention of effective teachers and administrators.

The Superintendent shall consult with the Statewide Council for the Coordination of the Regional Training Programs in determining the duties of the contractor.

II. Application Requirements and Preparation

Listed below are the required components that each application MUST include, in the order they are to appear. Narratives must be double-spaced, with 12-point font. The application shall be limited to **20 pages**, not including appendices or supporting documents. Applicants must adhere to page limits and only include responses for each of the components listed below and any supporting documents necessary for those responses.

1. Applicant Information/Cover Page: (See Appendix A.)
This should be the first page of the application.
2. Abstract: *(1-page, single-spaced)*
Include a brief and concise abstract with the name of the grant program, description of the program to be implemented, and a summary of the intended results. It should identify the entity applying for the funds, designated priority area(s) to be addressed, the number of teachers/administrators/pre-service candidates intended to be served, and a brief overview of the work plan and evaluation plan. *(Note that this abstract will be posted on the Nevada Department of Education (NDE) website and be provided to the public as an SBE meeting supporting document.)*
3. Priorities Addressed:
Indicate which of the designated Fiscal Year 2015-2016 priorities will be met by the program, including a brief description of how each will be addressed.
4. Program Management Plan:
Include each of the following areas:
 - a) Goals/Objectives – Identify goals/objectives for addressing the program priorities. These must be measurable and time-bound, so progress may be qualitatively and quantitatively assessed.
 - b) Timeline – Include a timeline of all significant activities.
 - c) Action Plan – Specifically describe the proposed activities/strategies that will lead to achieving both the long and short term goals/objectives of the program as aligned to the designated priorities.
5. Human Capital/Capacity:
Describe the institution's/organization's capacity to successfully carry out grant activities and effectiveness measures, including institutional resources required to support the activities.

Outline the human capital structure through which the institution/organization will be fully engaged to realize the program goals/outcomes. Specifically describe the roles, responsibilities, and time commitments of the key team members, as well as the qualifications of staff identified to carry out the proposed activities. A one-page vitae for all program management team members, faculty, staff, and/or consultants involved with the program (not part of the page limitation) is to be included in the application appendices.

6. Research Base:

Describe any research on which the proposed activities are based. Explain how the activities are expected to increase student academic achievement, assist teachers, administrators and other licensed educational personnel, and improve the recruitment, selection and retention of effective teachers and principals.

7. Effectiveness Measures:

Define the assessment measure(s) that will be reported on within 120 days of the conclusion of the grant (if award is for one year or less) or annually (if award is for more than a one year), including demonstrated alignment to the priorities of the program, and how the effectiveness of the funds granted will be measured in:

- a) improving the achievement of students;
- b) assisting teachers, administrators, and other licensed educational personnel;
- c) changes in instructional or administrative practices; and
- d) improving the recruitment, selection, and retention of effective teachers and principals.

8. Outcomes Accountability Plan:

The Plan should be described in terms of how it will guide progress and measure the impact of the work described in the action plan, including a description of the instruments and metrics by which the program will measure progress towards goals/objectives. This should be a rigorous evaluation that will yield an objective analysis of qualitative and quantitative data, thus demonstrating the effectiveness of the program on student achievement, teachers/administrators/other licensed personnel, and recruitment, selection, and retention outcomes. The Plan shall include:

- a) identification of the data that will serve as the baseline for targets;
- b) measurable targets describing progress towards meeting the established goals/objectives; and
- c) descriptions of instruments and methodologies that will be used to collect and analyze the data on which obtainment of targets will be based.

(Note that NDE staff will periodically meet with awardee Program Coordinators to monitor grant implementation, assess progress towards goals/objectives, and ensure fidelity of the program and the grant application.)

9. Program Budget: (See Appendix B1.)

Include a one-year program budget by category and line item.

(Note that grant award amounts may be subject to reductions by the SBE, based on the number of applications received and/or the Review Committee or Superintendent recommendations.)

10. Budget Narratives: (See Appendix B2.)

Provide detailed budget narratives describing how each line item was calculated, with justification for each item. Both the program budget and the narrative descriptions are to be aligned with the activities/strategies described in the Action Plan and human capital structure, and should reflect any coordinated uses of resources from other sources.

III. Application Submission and Review Process

To be considered for **Fiscal Year 2015-2016** funding, applications must be received by **5:00 PM on Friday, July 31 2015**. Applications may be submitted electronically to Laurie Hamilton, Division of Educator Effectiveness and Family Engagement Administrative Assistant, at lhamilton@doe.nv.gov, or mailed/hand-delivered to:

Nevada Department of Education – Division of Educator Effectiveness & Family Engagement
Great Teaching and Leading Application Submissions c/o Laurie Hamilton
9890 S. Maryland Parkway, Suite #234
Las Vegas, NV 89183

As applications are received, they will be reviewed by NDE staff for completeness and compliance with the requirements set forth to determine applicant eligibility. Any questions about significant omissions from an application or about applicant eligibility will be referred to the designated Program Coordinator. If, in the judgment of the NDE, an application is late, significantly incomplete, or an institution/organization cannot establish its eligibility, the application will be omitted from the process and the applicant will be notified in writing. The decision of the NDE is final.

A Review Committee comprised of various stakeholders and members of the public will be convened by the NDE, and efforts will be made to select members who bear no conflict of interest towards any of the applicants. The Committee will evaluate eligible applications based on the required components and established criteria and will rank applicants according to the final score assigned during the review process. Committee scores will be the primary determinant of successful applications and will form the basis for recommendations to be made to the Superintendent, and ultimately by the Superintendent to the SBE for final selection.

Review Criteria and Evaluation Rubric	Possible Points
Abstract	3
Priorities Addressed	3
Goals/Objectives	3
Timeline	3
Action Plan	3
Human Capital/Capacity	3
Research Base	3
Effectiveness Measures	3
Outcomes Accountability Plan	3
Program Budget/Budget Narratives	3
Total Points Possible	30

IV. 2015-2016 Timeline and Award Administration

July 7, 2015:	Application Posted on NDE Website
July 31, 2015 (5PM):	Application Submission Deadline
August 21, 2015:	Review Committee Recommendations to Superintendent
September 3, 2015:	Recommendations made to SBE by the Superintendent
September 4, 2015:	Application Status Notification to Program Coordinators
September 11, 2015:	Funds Disbursed to Grantees <i>(if awardees identified by SBE on 9/3/15)</i>
October 31, 2016:	Program Effectiveness Report Due to NDE
December 31, 2016:	Independent Evaluation of Grant Funds Awarded Submitted to Legislative Council Bureau by the Superintendent

APPENDIX A – APPLICATION COVER PAGE

Name of Institution/Organization:

(Attach 503(c)(3) documentation if a nonprofit organization.)

Program Title:

Name & Title of Program Coordinator:

Address, City & Zip Code:

Email Address & Phone:

Amount of GTL Funds Requested:

(May not exceed \$980,000 per applicant for each year of the biennium.)

Duration of Program Application:

(May not exceed one year for 2015-2016.)

2015-2016 Priorities to be Addressed: *(Indicate any/all that apply.)*

- ☐ Professional development for teachers to provide instruction in the standards of content and performance for the subject area of science (Next Generation Science Standards)
- ☐ Implementation of the statewide NEPF for teachers and principals
- ☐ Recruitment, selection, and retention of effective teachers and principals
- ☐ Leadership training and development

Anticipated Number to be Directly Served:

- ☐ Teachers
- ☐ Administrators
- ☐ Other licensed personnel
- ☐ Pre-service teacher candidates
- ☐ Pre-service administrator candidates

Authorized Official Certification/Signature:

The applicant certifies that, to the best of his/her knowledge, the information in this application is correct, that the filing of this application is duly authorized by the governing body of this organization or institution, and that the applicant will comply with all assurances.

Typed or Printed Name of Authorized Official

Title

Signature of Authorized Official

Date

APPENDIX B1 – PROGRAM BUDGET

The application must include an itemization of the budget categories below, as well as a budget narrative justification explaining how each line item was calculated. (Appendix B2) All applications with requested salaries and wages must include:

- a) identification of each professional to be compensated;
- b) proposed rates of compensation/benefits;
- c) explanations of the services expected to be provided; and
- d) estimates of time (hours/days/FTEs) expected to be devoted program activities.

Comprehensive documentation is required to demonstrate that all professional services proposed to be supported through the GTLF will not be funded in conflict with existing contracted salaries or wages.

Institution/Organization Name:				
Grant Program Title:				
OBJECT	DESCRIPTION	INSTRUCTION COSTS	SUPPORT SERVICES	TOTAL
100	Salaries			
200	Benefits			
300	Purchased Professional Services			
400	Purchased Property Services			
500	510 Student Transportation Services			
	580 Staff Travel			
	500 Other			
600	610 General Supplies (exclude 612)			
	612 Non-Information Tech Items of Value			
	620 Energy			
	630 Food			
	640 Books and Periodicals (exclude 641)			
	641 Textbooks			
	650 Supplies; Info Tech (exclude 651 , 652, 653)			
	651 Software			
	652 Information Tech Items of Value			
	653 Web-based and Similar Projects			
700	730 Equipment (over \$5,000 each)			
	700 Other			
800	810 Dues and Fees			
	890 Other Miscellaneous			
	800 Other			
TOTALS				

APPENDIX B2 – PROGRAM BUDGET NARRATIVE

Provide justification for funds within each object code included in the Program Budget. (Appendix B1)
All must be itemized and include narrative explanations.

Object Code	Itemization/Narrative (May be single-spaced.)
100	
200	
300	
400	
500	
600	
700	
800	

APPENDIX D – EVALUATION RUBRIC

Criteria and Indicators	Inadequate/ Absent (0 Points)	Minimal (1 Point)	Adequate (2 Points)	Excellent (3 Points)
ABSTRACT <ul style="list-style-type: none"> Provides a clear and concise overview of the program and intended results 				
PRIORITIES ADDRESSED <ul style="list-style-type: none"> Indicates one or more of the designated Fiscal Year 2015-2016 priorities and explains how each will be addressed Clearly identifies the teachers, administrators, other licensed personnel, and/or pre-service candidates that will be served under this program or describes a clear process for identifying them 				
GOALS/OBJECTIVES <ul style="list-style-type: none"> Provides clear, measurable, and time-bound goals/objectives which demonstrate progress Goals/objectives may be qualitatively and quantitatively assessed Described in terms of how goals/objectives will guide progress and measure impact of the work 				
TIMELINE <ul style="list-style-type: none"> Timeline of the professional learning experience is clear and realistic 				
ACTION PLAN <ul style="list-style-type: none"> Specific and concise activities/strategies to achieve long and short term goals/objectives are outlined Activities/strategies are clearly aligned to the designated priorities 				
HUMAN CAPITAL/CAPACITY <ul style="list-style-type: none"> Describes specific and definitive roles, including how staff responsibilities relate to the goals/objectives of the program Includes a specific explanation about how available resources will be leveraged to coordinate services to support the program A one-page vitae for all program management team members, faculty, staff, and/or consultants involved with the program is included 				

RESEARCH BASE <ul style="list-style-type: none"> Provides convincing research of how program activities are expected to strengthen the quality of instruction and improve academic achievement 				
EFFECTIVENESS MEASURES <ul style="list-style-type: none"> Includes a clear plan for identifying baseline data Identifies valid/reliable instruments, metrics, and methodologies that will be used to collect and analyze data and measure progress towards goals/objectives, and yield objective quantitative/qualitative indicators of program results 				
OUTCOMES ACCOUNTABILITY PLAN <ul style="list-style-type: none"> Assesses changes in teacher, administrator, other licensed personnel, or pre-service candidate knowledge/practice Includes student achievement measures Tracks the recruitment, selection and retention of effective teachers and principals 				
PROGRAM BUDGET/BUDGET NARRATIVES <ul style="list-style-type: none"> Detailed descriptions are included for all budget categories Provides strong justifications for program costs that are directly tied to the goals/objectives and action plan 				
Point Subtotals:				
Total Points Awarded to this Application:	/30 Points Possible			
Application Strengths:				
Application Limitations:				
Additional Comments:				